

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>		<b><u>POLICY NUMBER:</u></b> <div style="text-align: center; font-size: 2em; font-weight: bold;">503.00</div>	<b><u>PAGES:</u></b> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">4</div>
<b><u>CHAPTER:</u></b> <b>Juvenile Services</b>	<b><u>REFERENCE AND RELATED STANDARDS:</u></b> <b>WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.</b>		
<b><u>SUBJECT:</u> Unit Management</b>			
<b><u>DATE:</u> July 1, 2008</b>			

### POLICY

It is the policy of the Division of Juvenile Services to foster a safe and secure environment that promotes direct and meaningful interaction between staff and juveniles using a Unit Management approach in supervision. This concept is designed to provide proactive staff supervision rather than reactive surveillance; anticipating and preventing incidents before they occur rather than reacting to incidents.

### CANCELLATION

This policy has been reviewed and supersedes Policy 503.00 dated October 1, 2007.

### APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' Facilities.

### PROCEDURES

1. The Unit Management structure will consist of similar sized, semi-autonomous units, self-sufficient in the areas of case management and security, but sharing some central programs and services such as recreation, food services, and health care. Smaller facilities may consist of only one unit.
2. The Unit Management organizational structure shall be designated to ensure that a team of staff works consistently with the same group of juveniles.
3. Unit Management will emphasize the promotion of positive staff/juvenile association through mutual open communications, staff teamwork, and delegation of decision-making authority to the lowest level possible, accountability on the part of both staff and juveniles, and consistency of operations for all facilities.

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4. The Facility Superintendent/Director shall be the approving authority for the unit management organizational structure.
5. The Deputy Director is responsible for approving standards for the unit management program. These standards will detail the unit management organizational model and its application to facility operations.
6. Facility Superintendents/Directors will ensure that the Programs and Treatment Department provide meaningful and consistent programming for juveniles. Program units and facility procedures will ensure the following:
  - a. The Unit Management Team grants juveniles access to recreational opportunities and equipment, including outdoor exercise when the climate permits.
  - b. That each facility provide space for religious services and juveniles have the opportunity to participate in practices of their religious faith which are deemed essential by the faith's judicatory, limited only by documentation showing threat to the safety of persons involved in such activity, or that the activity itself disrupts order in the facility.
  - c. That correspondence is made available to all juveniles; procedures governing correspondence is available to all staff and juveniles and reviewed annually.
  - d. That residents shall be afforded constant access to writing materials and may send mail without limitation, censorship or prior reading, and may receive mail without prior reading, except that mail may be opened in the juvenile's presence, without being read, to inspect for contraband. Residents' mail, both incoming and outgoing, may be opened and inspected for contraband. When based on legitimate facility interest of order and security, mail may be read, censored, or rejected. The resident is notified when incoming or outgoing letters are held in part or in full.
    - i. Each facility will develop a system to provide stamps and writing materials to the residents.
    - ii. If the resident bears the costs, there is no limit to the correspondence sent.
  - e. That juveniles have access to the telephone to make personal calls.
  - f. That juveniles have the right to have access to attorneys, receive contact visits, subject only to the limitations necessary to maintain facility order and security.
  - g. Facility Superintendents/Directors will ensure the approved programming is

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maintained and that facilities operate in accordance with the unit management concept.

7. Programs and Treatment staff will ensure that each juvenile undergo thorough screening and assessment at admission and receive thorough orientation to the facility's procedures, rules, programs, and services.
  - a. Each juvenile will be classified to the most appropriate level of custody and programming both on admission and on review of their status including juveniles with special needs.
  - b. Facilities will make available the professional services necessary to meet the identified needs of juveniles. Such services may include individual and family counseling, family planning and parent education, and programs for juveniles with drug and alcohol addiction problems.
  - c. The facilities will provide academic and work programs for juveniles, including program accreditation, staff certification, and coordination with other facility programs and services as well as the community. When available, vocational programs will also be provided to the juveniles. Each juvenile will be assessed in terms of academics, vocational, and personal needs. Completion of high school and/or GED will be made available to all juveniles. Provisions will be made for formal recognition of special educational accomplishments.
  - d. Each facility shall maintain a library program, including acquisition of materials, hours of availability, and staffing.
  - e. Facilities will provide a recreation and activities program for juveniles, including program coordination and supervision; facilities and equipment; community interaction for authorized facilities; and activities initiated by juveniles.
  - f. Programs and Treatment staff will provide for individual/group counseling, crisis intervention, counseling provisions for emergencies and counseling for pregnant juveniles.
  - g. All facilities will provide a structured program to help adjudicated juveniles make a satisfactory transition after their release.
  - h. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed. This policy will be reviewed annually.

